Non-Teaching Staff Self-Appraisal Form

Academic Year: _____

Part A
(To be filled by Non-Teaching Staff)

Part 1 - General Information

1.1	Name of the Staff	
1.2	Father's/Husband's Name	
1.3	Designation	
1.4	Department/Section	
1.5	College	
1.6	Date of Last Promotion	
1.7	Address (with Pincode)	
1.8	Contact No	
1.9	Email ID	
1.10	Number of years of service in MAHER	

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Part B
(To be filled by Section Head/HOD)

Assessment of Soft Skills

S No	Appraisal Category	Grading by Section Head/HOD
1	Efficiency in task & punctuality	
2	Sticking to time limit	
3	Workplace enthusiasm & motivation	
4	Ability to operate both individually and collaboratively	
5	Maintenance of discipline among coworkers	
6	Dress code & cleanliness	
7	Impartiality and fairness	
8	Willingness & capability to assume responsibility	
9	Honesty & integrity in actions	
10	Ability to adapt to adversity & complete objectives	
11	Behaviour with coworkers	
12	Ability to team work	
13	Assisting coworkers	
14	Attitude towards learning from coworkers	
15	Encourages & motivates coworkers	

(Grading on 3-point Scale: Excellent-3; Good-2; Poor-1)

Section Head/HOD Comments for improvement:

Date: **Signature**